



Sign In & Sign Out Form (SISO)

Handwritten Version – July 2021

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“Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve”. Colossians 3:23-24

Local Church Name		Activity / Event	
Leader's Name	Assistant's Name		Date

NOTE: All release instructions **MUST be strictly followed.**

Child's Name	Signed In By (Name & Initial)	Emergency Contact Number	Time Signed In	Any Instructions For Release	Signed Out By (Name & Initial)	Time Signed Out

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Instructions

Background

The Sign In – Sign Out form is a strategy to manage the Child Protection risk in churches that run services to young children. It aims to ensure that there is a seamless supervisory transfer between persons appointed to Child related roles and the child's care giver. This form is designed to be handwritten. Electronic versions of this form are also available from the Adsafesafe website. <link>

The form comes in a (1) front page with particulars about the daily program with the beginning of a table for the childrens names and (2) Second and subsequent pages in case more space is needed.

Care givers who attend the program to supervise their children do not need to complete the form.

Instructions

1. Print out enough first pages for the number of programs that will be run and as many second pages as needed.
2. Complete the header section with the church name, the name of the activity or event, the names of the leader and assistants for the day and the date.
3. Any care giver who is leaving their children to be supervised in the program is to complete the form for each child including instructions for the pick up.
4. Place the front page and as many addition pages at the back of the room for the care givers to complete under the supervision of an assistant.
5. At the end of the program assign an assistant to ensure care givers sign out when collecting their children.
6. On completion mark the **page numbers** and **total number of pages** on all pages. Put a diagonal line through all the unused lines and sign the last page.
7. If for any reason a child hasn't been signed out (No children left in room but one or more children not signed-out on the form) take the following steps:
 - a) one person attempt to locate the care giver to see if the child is in their care. If so get them to sign out the child.
 - b) a second person attempt to locate the child and if not in the care of the care giver take the child to the care giver and get them to sign out the child.
 - c) If neither care giver or child can be found raise the matter with a church elder and seek advice. Make a record on the form on how the matter was resolved.

Record Keeping

8. Completed forms should be stapled and filed in a secure location for at least 3 months.
9. If any form is part of an incident, raised concern or complaint it should be retained until the matter is resolved.
10. After 3 months only forms where there is a note from 7.c above or are part of 9 above should be retained. The time these are retained are at the discretion of the Board.